

BROOKLYN VILLAGE BOARD MEETING MINUTES

June 8, 2015

The June 8, 2015, Village Board meeting of the Village of Brooklyn was called to order at 6:30 pm at the Village Hall by President Pat Hawkey. Trustees present were Kyle Smith, Russell Cazier, Heather Kirkpatrick, Sue McCallum, and Todd Klahn. Trustee Zach Leavy was absent. Others present were Clerk Strause, PW Director Langer, Chief Barger, Roland Arndt. All stood for the Pledge of Allegiance.

Public comments: Clerk Strause stated there was an open records request regarding feral cats and all Board members were copied on the request. Pres Hawkey moved, second Kirkpatrick, carried to approve the Village Board minutes of 5-11-2015.

Hawkey moved, second Smith, carried to move up on the agenda **Fire/EMS report** from Roland Arndt. Arndt, Village's rep on Fire/EMS Board, introduced himself to new Board members. Run volume has increased this year for both fire and EMS. Municipal budget this year reflected the anticipated hiring of full time personnel for the last quarter of the year which is currently at a standstill. The district is back to the drawing board because the wage offer is not enough to draw applicants to accomplish the tasks needed. The District Board will host a forum on July 15th inviting other fire district representatives to talk about what they have tried to draw personnel and what their needs are or perhaps work together. The District Board is in the middle of refinancing out of their USDA loan from the 2006 construction. The new 20 year note will be at 4.19% from the Brooklyn Community Bank and will save about \$100,000 over the life of the loan. Chief Tom Bower had surgery and felt he couldn't do his job at the scene of a fire. Because he has the expertise needed to be a fire chief, the District board wanted him to stay on as administrative chief because of the tremendous amount of paperwork that is required by the County & State. Bowers has agreed to stay on until the end of his term in December 2016. Assembly Bill 213 would allow a run to be staffed with one EMT and one first responder. It is unknown what effect this will have on insurance. President Hawkey asked if the heavy administrative paperwork load could be done by a secretary. Arndt replied it is hoped to have personnel cross trained to do the run reports. Arndt will report quarterly to the Board or more often if critical decisions need to be discussed.

President Hawkey reported on the **Ordinance Adoption Policy**. Hawkey read the last five years of minutes to see what was passed and what was not. As previously listed on the agenda, recodification was to go to the Committee of the Whole; however, there was never a motion to do that. Clerk Strause this month will move all ordinances to a cloud set up by Municipal Code. Municipal Code will evaluate and send a draft copy back for Ordinance Committee review. All Board members will get an electronic copy when completed. This project has been going on since 2007 and the end result will not be 100% accurate because of the lengthy, complicated process. Some ordinances are still not completed. President Hawkey read the **Attorney Contact Policy adopted Dec 2011**. The May attorney bill was reviewed. Emails need to be attached to the bill so that there is documentation on the charges. Many emails have been deleted with the transition of records recently. These emails need to be safeguarded from that happening again as records should not be removed. Hawkey told Trustees that the Clerk and Deputy Clerk should be copied on all emails so that records are maintained. Hawkey stated she authorized Clerk Strause to contact the attorney regarding an open records request from Nadine Walsten for some of Chief Barger's personnel records. Future emails will be attached to the bill. Kirkpatrick will forward attorney/broker contract emails to Clerk for attachment to the next bill. The Board may want to change part of the policy.

Clerk Strause gave the April financials with income of \$111,611.80, expenses of \$163,172.05, with end of month balance for all funds at \$1,650,395.75. The annual employee luncheon was held today, and the employees thanked the Board for the event.

PUBLIC WORKS-Trustee Klahn moved, second Smith, carried per committee recommendation to **approve Strand's Amendment #1 to a contract dated April 25, 2012 for Phase two of Phosphorus Compliance Technical Services extending the agreement until March 31, 2016.** Klahn moved, second Smith, carried per committee recommendation to approve **Strand's contract Task Order 15-01 Preliminary Compliance Alternatives Plan for \$20,000,** \$10,000 of which is in the 2015 budget and \$10,000 needed in the 2016 budget. Director Langer reported a resident was sent a lawn violation letter and when he talked to the resident, he stated he was creating a "**Natural lawn**". Langer explained to him the need for a permit and to contact the Clerk for the application. The current one time application fee is \$50. Committee discussed increasing the fee and recommended sending it to Board for further discussion. A "Natural lawn" is to be inspected every two years for compliance and \$50 has already been spent on the initial phase with employee's time. No application has been submitted to date and the yard has since been brought into compliance. Pat moved, second Klahn, carried to approve **a \$300 lifetime non-transferrable fee for the owner(s) of the property that takes out the permit.** Urban Forestry Grant update – Langer reported on doing trimming work. One of the three contractors pulled his bid but Langer stated he may have found someone that will grind the brush pile. Monthly reports – New motor at well #2 has failed and will be replaced. Sewer-yearly lift station inspections are done. Screen influent brushes might need to be done this fall. N Kerch St. lift station pump is having problems again with both check valves less than 2 years old. The lift station is undersized for the demand. Emergency Management binders are being updated. Spilde will be training new board members soon. Streets have been swept; Dane Recycling still picks up our recyclables. Clerk will send a letter to the school for all the help the third and fourth graders gave during Arbor Day and clean up of the park. Interior lights at the community building are all replaced with some exterior ones left to be done.

SAFETY: McCallum moved, second Klahn, carried to postpone approving the 3-5-15 minutes as the agenda listed 12-4-14 minutes. Chief Barger stated his **department secretary, Shirley Hardy has resigned** after working for the Village in many capacities for about eighteen years. An attempt to negotiate wages with the personnel committee was not successful. The Board really appreciates the service she has given the Village in multiple capacities and was thanked for her years of service. Trustee Smith moved, second Klahn, carried to accept Hardy's resignation. Barger presented a draft ad which includes step raises during the probation period of 18 months. Klahn moved, second Smith, carried to approve the ad as amended with flexibility to change the application deadline if the ad is unable to make this week's paper. Personnel committee will meet when needed in this process. Klahn moved, second Smith, carried to have starting wage remain at the current wage of \$12.94 with proposed rate increases every six months during probationary period as listed on the schedule. McCallum moved, second Kirkpatrick, carried to **approve the Recreation Committee's annual Fun Run/Walk for June 13th.** Smith moved, second McCallum, carried to **approve the Special Events Policy Application.** McCallum will draft a letter and give list of organizations to the Clerk that the policy and application should be sent to for future activities. This policy is not effective for events this year. Barger stated he is still gathering information on the feral cat issue and possible violations that are under investigation by the Police Dept. A complaint was received against one of the officers and that will also be investigated. The animal ordinance update is still in committee. Barger stated he may have more info hopefully for the Committee meeting Thurs night. Barger reported CAPMAR was not needed for recent issues in Madison. CAPMAR radio testing at the end of June with a full scale live scenario of shooter at the Verona school in July will be done. The newly hired part-time officer is being outfitted and trained. The siren and newsletter surveys will be in this month's newsletter that will be sent to all residents.

NEW BUSINESS: President Hawkey moved, second Klahn, carried to approve the Finance Committee's recommendation to **not apply for a Simplified Water Rate (SRC) Increase this year** and another review be done next year after the 2015 audit is completed. The Village's 2014 Rate of Return is at 5.52% with the PSC benchmark at 5.9%. A 3% SRC would put the rates over the PSC's benchmark and does not qualify. Clerk Strause stated a full blown rate case may allow a Rate of Return over the benchmark considering major capital expenditures which would need to be approved by the PSC. McCallum requested the Finance Committee to investigate using accumulated impact fees to pay off the water loan that was refinanced. The **Sewer Utility's audited debt ratio and possible rate increase** was discussed. Clerk Strause stated the Village is in violation of bond issue requirements as the net revenues were not sufficient to meet the coverage ratio requirement of our bond issues. The required debt coverage ratio is 110% and the 2014 coverage is at 102%. The 2013 rate was at 116% and in compliance. Major costs associated with Phosphorus compliance is mandated with unknown costs at this time. President Hawkey

commented that this information needs to get out to the residents so that they are aware of the difficult situation. Strand costs to work on a rate study range from \$3500 to 8,000 dependent on the complexity of the review. The last rate increase was Jan 2011. Consensus was to hold off on a rate increase at this time. McCallum requested research on the cost to take in outside wastewater for revenue as the WWTP is not close to capacity. Langer will research the matter. **Archiving emails for all Board members and employees** was discussed. The cost would be \$8 per month per email address with Computer Know How taking care of setting this up to a cloud system. Kirkpatrick said there are other gmail options but more time would be needed to do research. There is no backup of emails now and once an email is deleted, it is gone. Archiving emails individually is a lot of work to manage the system. Email system is through Charter. Klahn moved, second Cazier, carried per the Finance Committee's recommendation to spend up to \$1,000 to be paid from the Restitution Fund hiring CKH to archive all email accounts until the end of the year giving time for other options to be researched.

UNFINISHED BUSINESS-Business complex update- Kirkpatrick reported branding issues have been worked out, signs to be printed and erected soon on site. Brochure is being worked on with the broker. GCDC will do free radio spots for the business park. Letter from CDBG, Pedro Ruiz, dated 5-7-15 was discussed. Hawkey will send Pedro a letter this week asking for a meeting to discuss Dane County's concerns regarding our contract. A previous CDBG employee told village officials delaying completion of the construction contract would delay the two years from completion deadline for the contract and also said there could be extensions if justified. Per attorneys working on the **Danecom Agreements**, municipalities do not need to update their contracts with the county. The cost sharing agreement will remain as stated in the original agreement. McCallum moved, second Smith, carried to approve the **updated Community Building Policy** adding more language on page 7, item #16 for Clean Up. **The public internet connection at the Community Building** will be installed tomorrow. There will be separate internet access for the public using the building and committee access, both of which will be password protected. Testing will be done on both systems. Trustees needing key access to the building will be able to do so through the secured box for their packets. Clerk Strause gave an update on the **Local Government Property Insurance Fund** that will expire in two years. The Municipal Property Insurance Company, made up of three Municipal Mutuals including the League of Wisconsin Municipalities Mutual Insurance, will be operational by Oct 1, 2015. The Village's insurance does not expire until 4-15-16. The rate is expected to increase about 10% which is much less than anticipated. Trustee Smith moved, second McCallum, carried to approve the agreement for **property transfer: Village to School and School to Village for the Bio-retention for storm water control due to School District construction** pending satisfaction of the four items listed by Attorney Fenner in a letter dated June 4, 2015. Smith moved, second Kirkpatrick, carried to approve the **Storm Water Maintenance Agreement** as written and reviewed by our attorney for approval.

CONSENT AGENDA-Hawkey moved, second Kirkpatrick, carried to approve all items on the consent agenda: Approve payment of June 2015 invoices as listed; Annual 2015-2016 License Renewals : COMBINATION "CLASS B": FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS: Renewal- Arlene Elmer, dba Anchor Club, 112 Hotel Street; COMBINATION "CLASS A": FERMENTED MALT BEVERAGE & INTOXICATING LIQUORS: Renewal- Nissin Rodriguez, LLC, dba Brooklyn Mini Mart, LLC, Nissin Rodriguez, Agent, 355 N Rutland Ave; Renewal-Dolgencorp, LLC, dba Dollar General, Phil Hesslau, Agent, 303 Douglas Dr; OPERATOR LICENSE RENEWALS: Cynthia Jazdzewski, Gerald Elmer, Linda Dybala, Dani Maher, Tina Ast, Terri Johnson, Julie Bruner, Stephanie Leake, Cathie Sarow, Patrick Horn, Sarah Unbehaun, Brandi Ziegler; NON-INTOXICATING BEVERAGE LICENSE (soda) Anchor Club, Brooklyn Mini Mart, Dollar General; CIGARETTE LICENSE: Anchor Club, Brooklyn Mini Mart, Dollar General; COIN OPERATED MACHINE LICENSE: Brooklyn Mini Mart –7, Anchor Club – 9.

COMMITTEE REPORTS-Emergency Management-Hawkey moved, second Smith, carried to approve the minutes of 5-4-15. Hawkey moved, second Klahn, carried to approve the listing of **social media accounts** with published permission list. A Social Media Policy continues to be worked on. **Planning & Zoning** will not meet this month. Hawkey moved, second Klahn, carried to set a hearing date for July 13th at 6 pm to consider a **rezone request by the Town of Brooklyn to change the zoning from residential to public grounds for lot 0127.01 where the Veterans Memorial will be erected**. Klahn moved, second Cazier, carried to waive the \$302.50 rezoning application fee. **Ordinance committee** will meet tomorrow night. Hawkey moved, second Kirkpatrick, carried to approve the minutes of 4-6-15. **Fire/EMS-** Klahn moved, second Smith, carried to postpone approval of the burning permit

application pending review by Ordinance and Safety. **EDC** will meet Thursday evening at 6:30. There was no quorum in May so the same agenda will be posted. EDC will report monthly to the Board on activities. **Recreation-** Hawkey moved, second Cazier to accept the resignation of Kyle Smith from the committee. Cazier moved, second Klahn, carried to appoint President Hawkey to the committee. Klahn moved, second Kirkpatrick, carried to approve the **hiring of Gabby Proto as Assistant Summer Recreation Coordinator** at \$10.50 per hr for up to 16 hours a week. Smith moved, second Kirkpatrick, carried with Trustee Klahn abstaining to **hire Elizabeth Klahn as Summer Recreation Coordinator** at \$12.25 per hr for up to 30 hours a week. Many **volunteers are needed** to help with the July 4th activities in Legion Park and also the fun run this Saturday. Anyone interested should call Stacy Hardy or Dorothy Frandy as soon as possible. **Emergency Management-**Spilde is updating the manuals and will be doing training for new Board members. All Board members are encouraged to take the NIMS classes so that we are in compliance for Federal funding if a disaster strikes. **Personnel** will meet this month, did not meet last month. **Finance-**Clerk Strause emailed the 2014 audit report to all Board members. There were no questions returned to the Clerk for the auditor. If there are future questions, the auditor can come to the August meeting. Hawkey moved, second Cazier, carried to **approve the 2014 audit report**. Klahn moved, second Smith, carried to continue with **J Maul tax collection software for Green County** for this year with the cost remaining the same at \$200. New software introduced would cost \$550. Both programs would be web based so that property owners/mortgage companies/realtors can view a website to see when a payment has been made to a parcel. **Invoice #2015-05 was discussed for collection of \$7,241.12** from an accident on 11-28-14 at Church St & S Rutland Ave. The insurance company has rejected the claim as the driver did not have permission to use the vehicle he was driving. Green County Sheriff handled the report. No citation was issued. Cazier moved, second Hawkey, carried to send certified letters to both the owner of the vehicle and the driver seeking collection arrangements within thirty days or legal action will be initiated in small claims court if not paid.

Klahn moved, second Smith, carried to adjourn at 8:55 p.m.

Carol A Strause
MMC, WCMC, CMTW